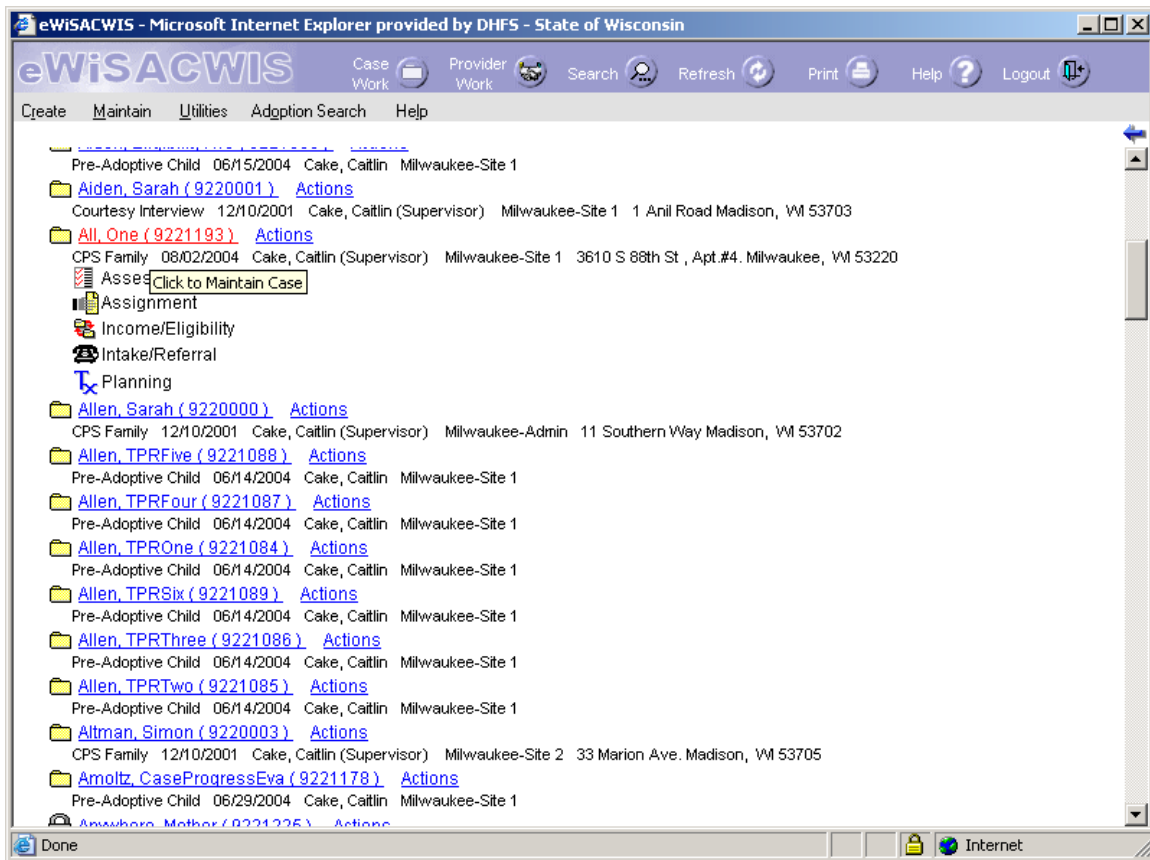


## HOW TO TPR A CHILD FROM A BIOLOGICAL FAMILY CASE

**NOTE:** These steps do NOT apply to BMCW and State Adoptions would prefer to be responsible for TR-ing any child who will be transferred to the State Adoption program post-TPR.

**Prior to completing these steps please make sure that the county Out of Home Placement for the child is closed with an end date of the day prior to the TPR being granted by the courts. This will ensure that the payments are accurate for both the County and the State Adoptions unit.**

1. On the case outliner, click on the case name for the child who is to be TPR'd. This will open the Maintain Case page.



- On the Maintain Case page, select the De-Activate link for the child who is being TPR'd.

Maintain Case - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**eWISACWIS** Print Spell Check ABC Help ?

**Case**

Last/Provider: All Number: 9221193 Status: Open  
 First: One Initial: Open Date: 08/02/2004

**Participants** Address Collaterals Closing History

**Basic**

Case Type: CPS Family Description: Other ☐ Restricted Case  
 County: Milwaukee Site/Region: Milwaukee-Site 1  
 Number of Household Members: CARES Case Number: County Case Number:

**Participants**

Name	Hshld	Status	DOB	Gender	Relationship	Legal		
<a href="#">All_One</a>	Y	Active	01/01/1970	Female	Reference Person	None	<a href="#">DeActivate</a>	<a href="#">Remove</a>
<a href="#">All_Two</a>	U	Active	01/01/2004	Male	Biological Child	None	<a href="#">DeActivate</a>	<a href="#">Remove</a>

Options:

Done Internet

Page 1 Sec 1 1/1 At 7.5" Ln 12 Col 1 REC TRK EXT OVR WPH

- On the Participant Status page, select TPR in the Reason field. Enter the effective date, **which must be the TPR date**. On the New TPR Case group box, the case type, county, and site /region will pre-fill from the Maintain Case page. The description is a drop down value list that the user will need to select. Once you have verified all information is accurate, click Save.

Participant Status -- Web Page Dialog

**eWiSACWIS** Print Spell Check Help

**Participant Status**

Action Requested: DeActivate

Name: All, Two

Worker: Caitlin Cake

Reason: **TPR**

Date: 11/05/2004

Effective Date: 11/05/2004

**New TPR Case**

Case Type: Pre-Adoptive Child

Description: Child Foster Home Adoption

**County:** Milwaukee

Site/Region: Milwaukee-Site 1

**Participant History**

Status	Effective Date	Reason	Worker
Active	08/02/2004		Cake, Caitlin

**Save Close**

Options: **Go**

**Insert Save Close**

Done

Page 2 Sec 1 2/2 At 6.2" Ln 5 Col 17 REC TRK EXT OVR WPH

- Once Save is clicked, a pop up message will appear. The message will say “Deactivation of a participant with the reason of TPR will result in the creation of a new case and any open placements for the child will be copied over by the batch. Continue?” Click the yes button if you want to continue with the TPR process. eWiSACWIS will automatically create a new case for the child who has been TPR’d and immediately displays the Maintain Case page for the new case.

The screenshot displays the eWiSACWIS web application interface. The main window is titled "Participant Status -- Web Page Dialog". It features a purple header with the eWiSACWIS logo and navigation links: Print, Spell Check, and Help. The interface is divided into two main sections: "Participant Status" and "New TPR Case".

**Participant Status Section:**

- Action Requested: DeActivate
- Name: All, Two
- Worker: Caitlin Cake
- Reason: TPR (selected from a dropdown)
- Date: 11/05/2004
- Effective Date: 11/05/2004

**New TPR Case Section:**

- Case Type: Pre-Adoptive Child (selected from a dropdown)
- Description: Child Foster Home Adoption (selected from a dropdown)
- County: Milwaukee (selected from a dropdown)
- Site/Region: Milwaukee-Site 1 (selected from a dropdown)

**Participant History Section:**

Status	Effective Date
Active	08/02/2004
(TPR)	11/05/2004

A confirmation dialog box is overlaid on the main window, titled "eWiSACWIS -- Web Page Dialog". It contains the following text:

De-activation of Participant with reason 'TPR' will result in the creation of a new Case and any open placements for the child will be copied over by the batch. Continue?

The dialog box has two buttons: "Yes" and "No".

At the bottom of the main window, there are "Save" and "Close" buttons. The status bar at the very bottom shows "Page 3 Sec 1 3/3 At 6" Ln 4 Col 79" and various application icons.

- The child's new case will appear on the desktop the same day the above steps are completed. Review the values to make sure they are correct. Make sure Pre Adoptive Child is selected for the Case Type. Make sure the County field reflects the county in which the TPR occurred. The information specific to the child in the family case will be copied over to the child's case through overnight batch processing.

Maintain Case -- Web Page Dialog

**eWiSACWIS** Print Spell Check ABC Help ?

**Case**

Last/Provider: All Number: 9221227 Status: Open

First: Two Initial: Open Date: 11/05/2004

**Participants** Address Collaterals Closing History

**Basic**

Case Type: Pre-Adoptive Child Description: Child Foster Home Adoption ☐ Restricted Case

County: Milwaukee Site/Region: Milwaukee-Site 1

Number of Household Members: CARES Case Number: County Case Number:

**Participants**

Name	Hshld	Status	DOB	Gender	Relationship	Legal		
All, Two	U	Active	01/01/2004	Male	Reference Person	None		

Insert

Options: Go Save Close

**\*If a child in a CPS family case is TPR'd and adopted through a private agency, the child should be deactivated from the family case in eWiSACWIS at the time of TPR. The fact that there was a private TPR should be documented in eWiSACWIS through a case note. Case managers should not TPR the child in eWiSACWIS and create a pre-adoptive case. If the child was not in out-of-home placement, then a discharge reason is not necessary. When deactivating the child, do not use the reason of 'Transfer of Guardianship'. The reason of 'Other' should be used for deactivation.**